

Rockford HUG (Helpful User Guide):

How To: Manually Create a PPTP/VPN connection

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Created:

25/11/2011

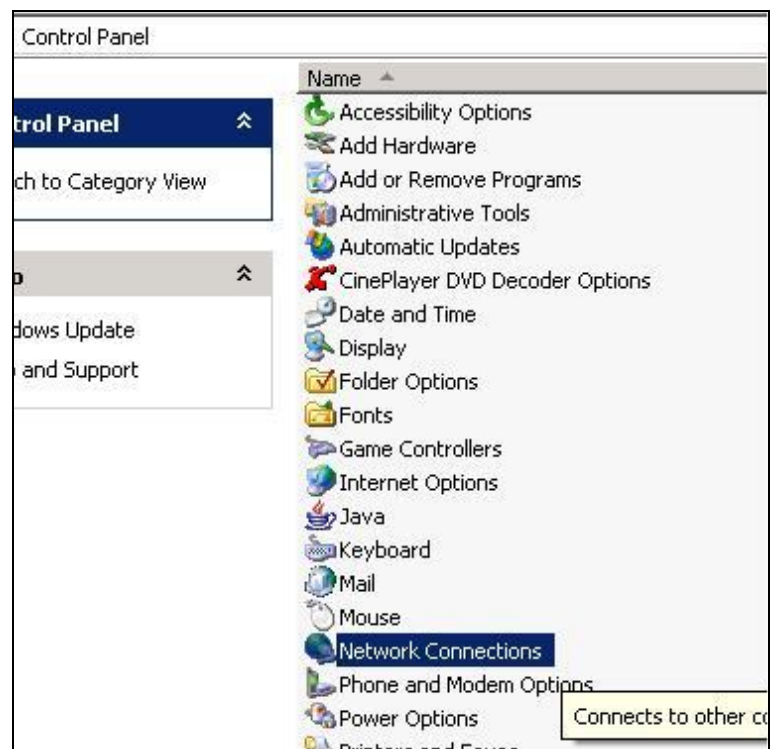
Document Type

Technical

The following instructions are a “how to” guide for users to create their own PPTP - Vpn connections into their corporate network.

- Fields marked with * require user specific details that will have been sent to you

Firstly click on the Start button then Control Panel



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Then double click on “Network Connections” followed by “create a new connection” in the top left corner.



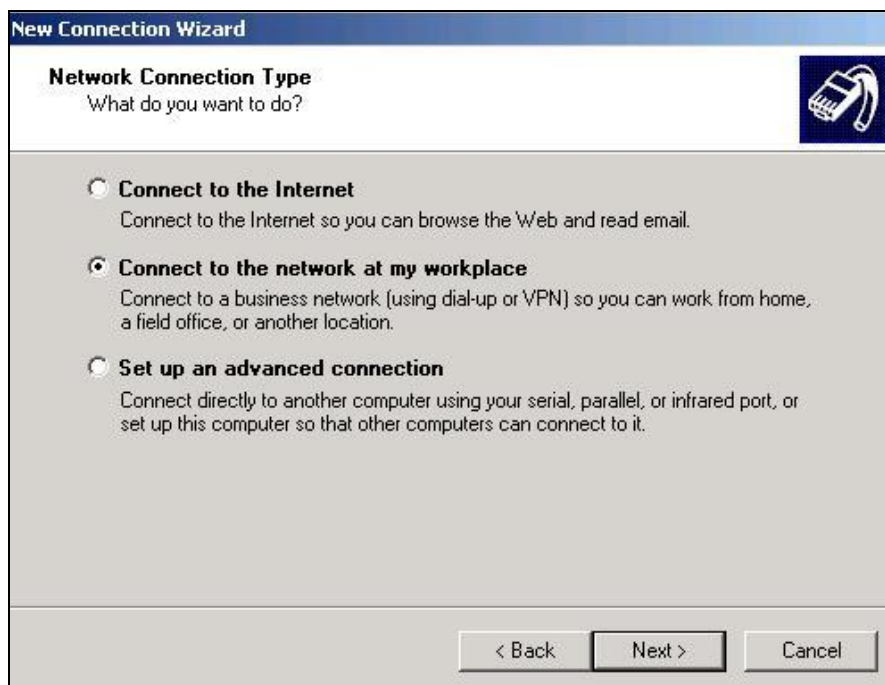
Click “Next” at the “New Connection Wizard”



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Select the middle option – “connect to the network at my workplace” and click next



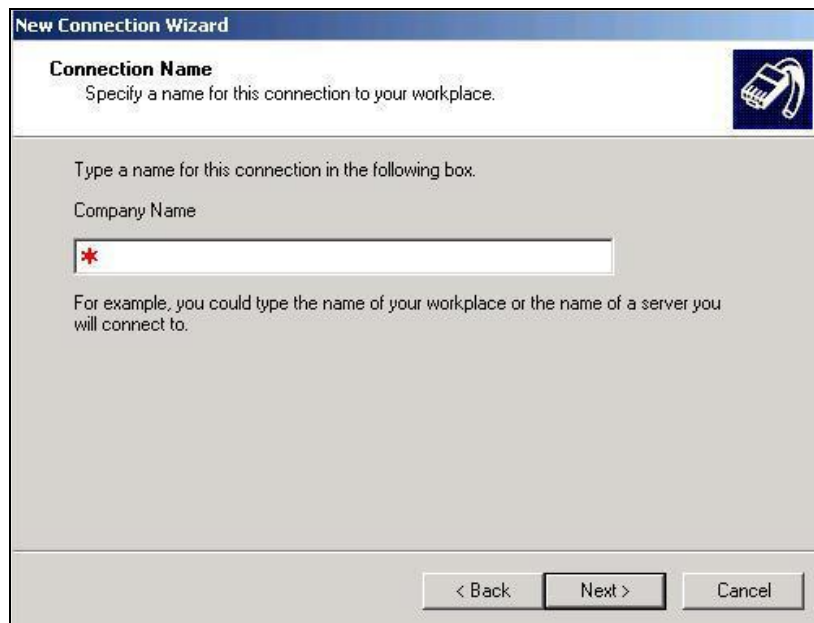
Select the “Virtual Private Network connection” and click “Next”



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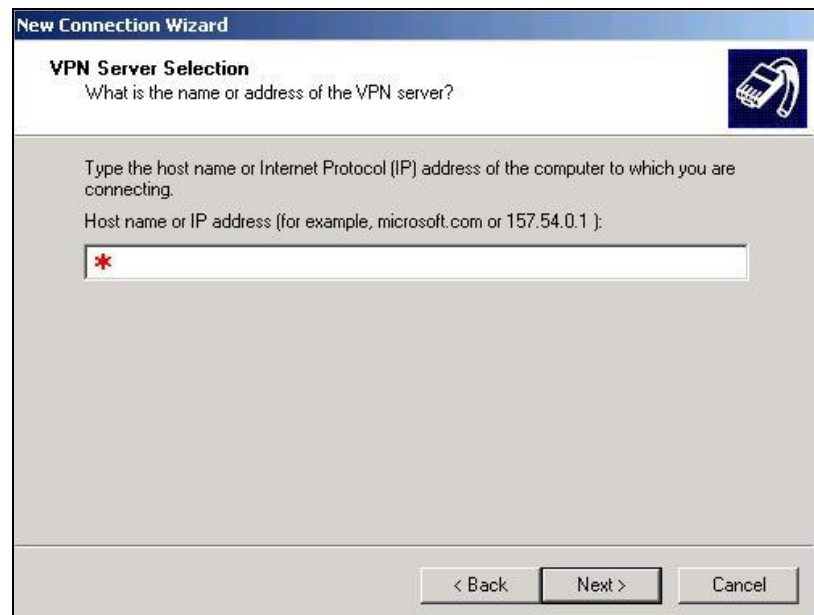
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Type in the company name (this is merely a friendly name)



The screenshot shows the 'New Connection Wizard' window. The title bar says 'New Connection Wizard'. The main heading is 'Connection Name'. Below it, the instruction reads: 'Specify a name for this connection to your workplace.' There is a text input field with a red asterisk icon on the left. Above the field, it says 'Type a name for this connection in the following box.' and 'Company Name'. Below the field, it says 'For example, you could type the name of your workplace or the name of a server you will connect to.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

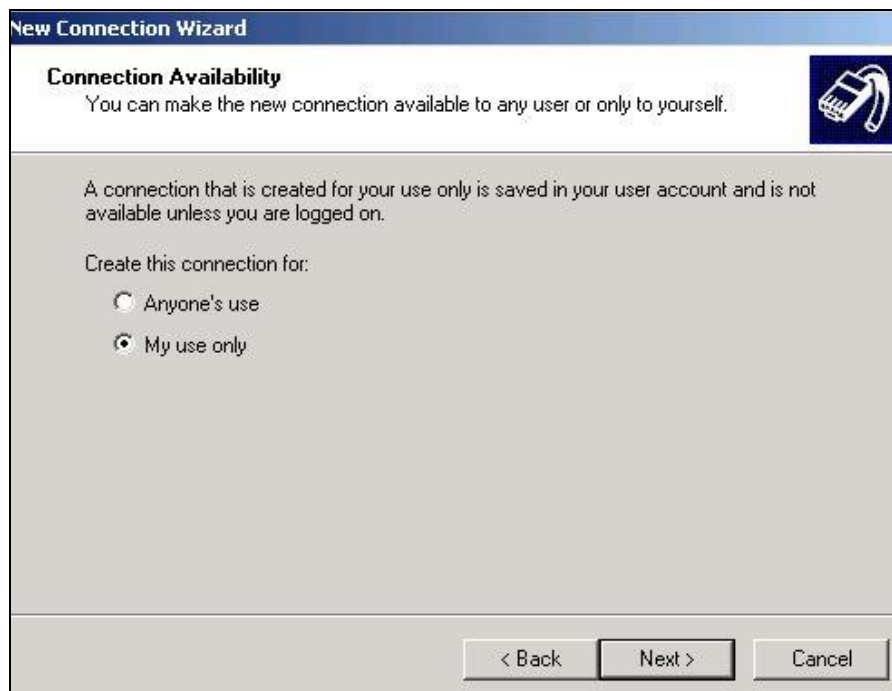
Enter the Host Name or IP Address (if unsure, please contact the Support Desk on 01952 21 00 44):



The screenshot shows the 'New Connection Wizard' window. The title bar says 'New Connection Wizard'. The main heading is 'VPN Server Selection'. Below it, the instruction reads: 'What is the name or address of the VPN server?' There is a text input field with a red asterisk icon on the left. Above the field, it says 'Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.' and 'Host name or IP address (for example, microsoft.com or 157.54.0.1):'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select the "My use only" option and click "Next"

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Tick the “Add a shortcut...” option then click next



The following box will appear, please enter the relevant credentials – these will be provided by Rockford. For your convenience tick “Save this username.....”

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This will then complete the setup of the VPN.

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